



EastSide Charter School  
Business Office  
3000 N. Claymont St.  
Wilmington, DE 19802

**REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES  
TO PROVIDE BACK OFFICE SERVICES  
ISSUED BY EASTSIDE CHARTER SCHOOL**

**CONTRACT NUMBER ESCS2012-11-1**

***Section number: II***

***Paragraph number: A 1 & 3***

***Page number: 2***

***Text of passage being questioned:***

*Experience and reputation*

- *Thorough knowledge of State of Delaware Accounting Rules and Regulations*
- *Minimum one year experience working with State of Delaware First State Financial System (FSF) to include transactions*
- *Minimum two years experience with the State of Delaware's Payroll Human Resources Statewide Technology System (PHRST) to include creation of positions, entering employee data, and entering payroll, including Time and Labor entries*
- *Expertise in analyzing FSF and PHRST reports*
- *Expertise in troubleshooting transactions in FSF*
- *Expertise in recoding financial and payroll transactions*

***Text of passage being questioned:***

*References*

- *Two references as to quality of work in FSF and PHRST systems.*

***Question:*** *Can a new company, without any references to report outside of places the principals have worked for as individuals still submit a bid?*

***Response from EastSide Charter School:*** As stated in Section IV.B.20 of the RFP, vendors who submit proposals that deviate from the specified requirements of the RFP must indicate on a completed Attachment 3 all ways in which they take exception to the specified requirements. The Evaluation Team in making its recommendation to EastSide Charter School management, and EastSide management in making its final selection of vendor, will consider all such exceptions along with all other information submitted in determining which proposal will be selected in the best interests of the School.